



## Registration Process for New Registrants

If you already have a VIRTUS Account, please contact the Helpdesk at [helpdesk@virtus.org](mailto:helpdesk@virtus.org) or 888-847-8870 to recover your login information.

Copy this link to begin the registration process;

<https://www.virtusonline.org/virtus/>

First, select the Archdiocese of Chicago by clicking the downward arrow and highlighting Chicago and then select that as your option.

Create your own User ID and password that you can easily remember

This is necessary for all accounts. This establishes your account with the VIRTUS system

If your preferred User ID is already taken, please choose another ID. We suggest the use of email addresses as user names. If you do not have an email address, consider obtaining a new email account at gmail.com, yahoo.com or any other free service. This is necessary for your Safe Environment Coordinator to communicate with you.

Provide all of the information requested on the screen. Create your Virtus account using your full, legal name. Several fields are required

Do not click the back button or your registration will be lost.

Select the PRIMARY location where you are associated by clicking the downward arrow and highlighting the location.

Please select: **THE ACADEMY AT ST JOAN OF ARC-SCHOOL**

Next select the ROLE {S} that you perform at this location and please check all roles that apply.

Please select: **Volunteer or Coach**

As part of the process, you will be asked to provide two references. These are required for new volunteers. Employee references are checked through the HR process. As a volunteer, please enter a professional reference. If you are a volunteer and not employed, please provide another personal reference - for a total of two personal references.

Please review the following "Required Document" for clergy, employees and volunteers: CANTS 689 (Child Abuse & Neglect Tracking System)

To proceed, please confirm by checking the box:

"I will download this form, fill it out and return it to my parish or school office".

Site Administrators are responsible to gather completed CANTS 689 Forms to copy and enter date in each person's Virtus account under the "Required Documents" tab, after sending the signed original to DCFS in Springfield.

Please contact Lisa Tomassetti, Director of Operations at The Academy at St. Joan of Arc with questions. 847-972-1003 ext 133 or [lisa.tomassetti@theacademysja.org](mailto:lisa.tomassetti@theacademysja.org)